



STATE OF MICHIGAN

**Family
Independence
Agency**

Memo

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To: Jim Nye, Deputy Director
Field Operations Administration

Date: May 13, 2004

From: Rita Barker, Director
Office of Internal Audit

Subject: Family Outreach Center, Contract # CAN-01-41003-3-1
Period: 10/01/02 – 6/30/03, Audit #2003-277

Family Outreach Center entered into contract #CAN-01-41003-3-1 with the Family Independence Agency to provide early impact services and early impact assessment, in a manner consistent with the policies and guidelines required by FIA. Family Outreach Center was reimbursed by FIA for billings they submitted under the unit rate method for early impact services, and under the actual cost method for early impact assessment.

We performed an audit of this contract for the period October 1, 2002 through June 30, 2003. The purpose of our audit was to determine if Family Outreach Center's billings to FIA were accurate and properly supported by the case file documentation.

Based on our audit, we concluded that the actual cost billings submitted by Family Outreach Center were accurate, documented and charged in accordance with the terms of the contract. In addition, case files selected for review contained all the required documentation to support the units of service billed.

Please contact me if you have any questions regarding this audit.

c: V. Chandler
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S. Toman
K. McDonald